

**USDOL - Office of Youth Services & Job Corps
Region II Philadelphia**

**REGION II VOCATIONAL TASKFORCE
MINUTES**

**August 16-17, 2005
Louisville**

Introduction

Welcomed new members

Reviewed minutes of last meeting

General announcements and updates

Jim Kennedy and Tom McDermott

- Three new TARs are ready to go: Plumbing, IT and Computer Repair.
- Francis Cole is currently revising the culinary arts TAR.
 - Will include pastry, baking, etc.
 - Based on requirements at Johnson and Wales University.
- The committee submitted the proposed revision to the automotive TAR to Yolanda Logan in the National Office.

Certification and Credentialing Update

Sharon Murphy, McConnell Jones Lanier & Murphy, LLP

- Grace Kilbane's vision includes helping students meet the demands of high-growth and emerging occupations.
- Major initiatives include vocational credentialing, academic standards/high school diploma, career success skills standards and professional development.
- Students should be prepared for a technological workplace.
- Construction (26.3%), business and finance (23.1%) and health care (14.4%) are the top three Job Corps vocational clusters.
- Staff and students should upgrade their skills in order to stay current.
- Proposed plan for advancing credentialing efforts includes:

- 547 certifications to match Job Corps programs.
 - 90 are mid-level certifications.
- Focusing on the following clusters: business and finance, IT, manufacturing, retail, automotive and machine repairing.
- Use instructional technology, i.e., Web-based resources, computer use and computer-based programs.
 - Redesign of automotive repair program. Better train students for entry-level positions.
 - Complete adoption of NATEF's General Service Technician (GST) standards. Instructors and programs would be required to be ASE-certified.

Certification and Credentialing Q&A

Taskforce and Sharon Murphy, Yolanda Logan and Ralph DiBattista (via conference call)

Will there be a credential for every trade Job Corps offers?

Yes. We plan to develop something for every program.

What about students who may not qualify?

Certifications will range from a lower tier to more advanced certifications, e.g., in manufacturing, there is a basic safety (OSHA) certification, and there is a more advanced certification (NIMS).

Who will determine which credential a student seeks?

Students should be informed about skills and requirements needed for a trade before they come on center. Students could take career aptitude tests to help them determine which trade is right for them. We will determine what the entry-level requirements are for students.

To be a completer, will you have to have certification?

Certifications will not be mandated; however, the goal is to complete the highest-possible certification for that student.

How will you improve instructor certification? Will they have the equipment available to teach?

We are planning to provide instructors the resources needed to achieve certifications.

How will certifications affect TARs?

Certifications will be rolled into current TARs.

How will certifications help students obtain their GEDs?

We are planning to work with academic and vocational instructors to develop certifications.

Vocational Web Site Development

Carrie Kirkpatrick, McConnell Jones Lanier & Murphy, LLP

Proposed improvements on Job Corps Career Development Resource Center (JCCDRC) Web site, www.jccdrcc.jobcorps.gov:

- Organize and navigate site by 12 clusters to find information relevant to your trade.
- Will allow instructors to download certifications, share resources, access TAR directions and stay current with national trade news and trends.
- Will include certification information and a readiness tool, support materials, calendar and Web links.

Feedback:

- Some documents are still in WordPerfect, which many centers do not have.
- Trade offerings from 2002 that are posted on the site are outdated.
- The site should be easy to use and not time-consuming.
- Instructors would visit the site to print a TAR or lesson plans.
- The Home Depot Web site has an instructional “how to” video on different topics. This would be helpful for Job Corps instructors.
- E-mails to instructors notifying them of changes to the site would be helpful.
- Contact information for CTS contractors would be helpful.
- Putting names of trades on the home page is a good idea to narrow down the search and make content more accessible.
- Listing good sources for curriculum and making suggestions for vendors, equipment and supplies would be useful.

Appalachian Council (APPCO)

Connie Painter

- APPCO has received a grant to help Job Corps graduates with job placement.
- They must place 50 percent of applicants in apprenticeships.
- 80 percent of students placed must still be working in 12 months.
- APPCO has 25 representatives from Massachusetts to Florida, mostly in the Appalachian states.
- MOU sent to Atlanta region explaining process.
- Pamela Hodelka spoke about job opportunities in Kentucky.
- Sullivan Charles is the new contact in Maryland.
- Frank Williams spoke about job opportunities in Ohio, which could be good for students at the Kentucky centers.
 - They are building schools in Columbus, and there are many jobs available.
 - There are currently 15 building/facilities maintenance positions open.
 - There is also a need for welders in Cincinnati and Mississippi.

Present for Duty-Off Center (PDOF)

Apryl Simmons

At the May meeting, a special committee was tasked to review this status. The committee received the following feedback from centers:

- Students should not have to return to center once they have been placed in a job.
- For students with a second interview, there should be an extension on the seven-day status.
- To take a student off center, you must have three interviews. If an interview is available with one employer, the student should be able to interview. Coordinating three interviews with three employers for the same seven-day period is often difficult.

WBL

- There are various interpretations of 30-day WBL; if a six-week internship becomes available, the student should be able to apply.
- Money is not available for WBL transportation, union dues, state ID or lunches.
- There are no MOUs for various sites.
- There is a need for more off-center WBL sites. VST projects should not be considered WBL.
- WBL should be utilized earlier in the training.
- CTS staff are understaffed to monitor WBL and should not be required to do so.
- WBL coordinators should monitor students' status.

Action:

Apryl Simmons, Dana Kelly and Demoyne McCoy will review the current PRH supplement and recommend changes. They will send their recommendations to Jim Kennedy and Tom McDermott by October 17.

WBL Memorandum of Understandings

Molly Taleb

There are issues with corporations not wanting to sign an MOU for WBL.

- Pittsburgh Medical Center refuses to sign MOUs because they seem like a contract.
- Some employers have a problem initialing TAR items.
- The issue could be terminology. If MOUs used more simple language, employers may be more comfortable signing them. They may need to use the word "internship," which is more universally used.

Action:

Molly Taleb will survey the centers to assess common problems with employer MOUs for WBL. The taskforce will address those concerns so that employers are more comfortable signing MOUs or other agreements with Job Corps. Solutions will be discussed at the next meeting.

New TARs - What's Next?

TAR Committee

Concerns:

- Tom will follow up with Yolanda Logan to see if the carpentry, electrical, and automotive TARs have been approved by the National Office.
- The facilities maintenance TAR does not have HVAC certification.
- Centers can add to the TARs, just not subtract.

The taskforce recommends that no TARs be revised until after the 40th to keep with Job Corps' mission.

VST Competition Judging

Eleven centers submitted entries for the VST Competition. There were six entries in the community-based projects category and eight entries in the center-based category.

Center-based projects:

- First Place: Muhlenberg
- Second Place: Frenchburg
- Third Place: Pittsburgh

Community-based projects:

- First Place: Woodstock
- Second Place: Great Onyx
- Third Place: Red Rock

Wrap-up, Next Meeting

Recommendations to involve more centers:

- Put VST competition entries on the Internet.
- Have a training session for all vocational managers.
- Possibly hold the next meeting to discuss certifications, VST for vocational managers the VST competition, etc. Tom and Jim will solicit agenda items from the membership to be discussed with Pete Calvo for our next meeting.

Toolbox items:

- VST competition.
- Feature a vocational manager.
- Success stories.
 - Dana Kelly and Al Abey are submitting success stories.

Next meeting:

February in Baltimore